



## King County

### Finance and Business Operations Division

Procurement and Contract Services Section

Department of Executive Services

EXC-FI-0871

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April, 20 2004

To Prospective Proposers

### Payroll Check Printing Business Continuity Services

#### RFP #04-010 AC

#### Addendum No. 5

Notice is hereby given that the solicitation document cited above has been amended or revised. The revised or changed sections are more fully explained below.

#### Subsection 1.6 Schedule

Change the row of the table below to the following:

Event	Day/Month/Year	Time
Last questions due, in writing	April 22, 2004	4:00 p.m.
<b>Proposals due</b>	April 29, 2004	2:00 p.m.

#### Listed below are clarifications:

1. *From a timing perspective, what are the check dates and the payroll file availability dates during a normal pay period for both payroll systems (Example: bi-weekly payroll is calculated on Tuesday, file is available Tuesday evening, Payroll check date is Friday.)*

On the PeopleSoft payroll system biweekly paychecks are issued every other week on Thursdays, with the print file ready to be transferred one the prior Monday. On the MSA payroll system, semi-monthly checks are issued/dated on the 5th and the 20<sup>th</sup> of each month with the print file ready to be transferred two business days prior to check issue date.

2. *How many locations will King County need to have paychecks delivered to?*

This depends on the nature of the emergency. We anticipate that checks will most likely either be sent to individual employees' homes or all shipped to one specific location to be designated upon request and notification of services, therefore no sorting of the file or paychecks will be necessary. The file will be a print file and will have already been sorted by King County by mail stop and last name within mail stop followed by home address.

3. *During a potential state of emergency, does King county want to consider a plan to continue the direct deposit payment method in the event of an emergency?*

At this time King County is not interested in sustaining direct deposits in the event of an emergency. We would like to clarify that the selected proposer will only be printing paychecks, calculation of the checks is not part of the RFP.

4. *Is there any way for King County to send a data file without PCL codes? Reason being that this file type does not allow for any type of validation or sorting. The sort feature may be important if the checks need to be distributed to several sites, among other things.*

As mentioned in question #2, King County does not foresee a need to further sort or validate the file.

PCL commands are printer specific and they are built into the program to generate at the time of the run. The output of the program can be sent to a specific type of printer. Our print programs consist of PCL commands for both printer initialization and also print signature, whereby data is sorted during the data retrieval process prior to creating the print file.

If for other reasons unique to the proposer a PCL file is unacceptable or incompatible we request that proposal provide King County with directions on alternative file formats and their associated costs.

The remainder of this RFP document is unchanged. Please acknowledge all addenda in the space provided in **ATTACHMENT A, Contractor Registration Form**.

If you have any questions, please contact the undersigned at [allen.cantara@metrokc.gov](mailto:allen.cantara@metrokc.gov) , (206) 263-5246, or FAX (206) 684-1470

This Addendum #5 shall be attached to and made part of RFP #04-010 AC.

Note: This Addendum and RFP 04-010 AC are available on the Internet at <http://www.metrokc.gov/finance/procurement>. Potential Proposers must contact the buyer at [allen.cantara@metrokc.gov](mailto:allen.cantara@metrokc.gov) to ensure they receive any subsequent addenda revising or clarifying RFP 04-010 AC.

Issued by: \_\_\_\_\_  
Allen Cantara,  
Buyer